

## **ATTACHMENT 1**

**PERFORMANCE OF WORK STATEMENT  
FOR  
DEPARTMENT OF DEFENSE  
MEDICAL EXAMINATION REVIEW BOARD (DoDMERB)  
INFORMATION TECHNOLOGY SERVICES**



20 January 2005

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**PERFORMANCE OF WORK STATEMENT  
FOR  
DEPARTMENT OF DEFENSE  
MEDICAL EXAMINATION REVIEW BOARD (DoDMERB)  
INFORMATION TECHNOLOGY SERVICES**

DoDMERB (The Department of Defense Medical Examination Review Board) is a Department of Defense Agency responsible for the determination of medical acceptability of applicants for appointment to a United States Service Academy, the Uniformed Services University of the Health Sciences and the Reserve Officer Training Corps (ROTC) Scholarship Programs of the United States Armed Forces. We are a tenet organization located at the United States Air Force Academy, Colorado Springs, Colorado.

The main database is named DoDMERB2000 because it was created in the year 2000. It has retained its initial name but has been modified extensively since its implementation.

DoDMERB and the contractor meet yearly for a Configuration Control Board where we discuss the up-coming fiscal year's operational requirements/system enhancements. At the discretion of DoDMERB management, requirements can change whenever necessary to meet higher headquarter directives or DoDMERB's changing environment.

DoDMERB currently has three production Oracle 9i databases that contain 214 tables with a total of 1,677 data fields. These three databases are also replicated in a remote system currently located in Maryland.

## **1. SCOPE OF WORK.**

The contractor shall provide all management and labor necessary to ensure that information technology services are performed at the Department of Defense Medical Examination Review Board (DoDMERB) in a manner that will meet DoDMERB's Information Technology requirements.

### ***1.1. BASIC IT SOFTWARE SERVICES.***

1.1.1. The contractor shall develop/modify/repair the DoDMERB2000 database/application/website as required by DoDMERB.

1.1.2 The contractor shall develop a program where every data field that is populated in the DoDMERB database can be easily retrieved through a metrics program by DoDMERB personnel. Program will consist of both established reports and ad hoc reporting capability.

1.1.3. Based upon DoDMERB requirements, the contractor shall develop a prototype concept for any new/modified requirements on the DoDMERB system.

1.1.4 The contractor shall contract and maintain required software maintenance contracts (except the Microsoft Licensing Contract between the Military Health System and US Army Small Computer Program) for software supporting the DoDMERB systems (not including the supply of expendable material or supplies). (See Appendix D for current maintenance contract list.)

1.1.5 The contractor shall provide support/certification in Oracle, MS SQL, Delphi, ASP, C++, VB Script, Network Infrastructure, Microsoft Certified Partner, pc repair, Microsoft.net, etc.

1.1.6 The contractor shall maintain an approved Issue Tracking and Control system to efficiently maintain, track and control maintenance and development issues.

1.1.7 The contractor shall provide development, maintenance, upgrades and support to be accomplished in a seamless manner without disruption to DoDMERB operations and provide the ability for new web and database development, without effecting the primary site.

1.1.8 The contractor shall meet ISO 9000 and CCMIII standards.

## **1.2. BASIC IT HARDWARE SERVICES.**

1.2.1. The contractor shall provide for the upgrades of hardware in accordance with the plan of the Configuration Control Board.

1.2.2 The contractor shall contract and maintain required hardware maintenance contracts supporting the DoDMERB systems (not including the supply of expendable material or supplies). (See Appendix D for current maintenance contract list.)

1.2.3 The contractor shall provide an on-site lab that provides an exact replication of the DoDMERB users workstations to allow for testing that exactly represents DoDMERB workflow and business processes.

1.2.4. The contractor shall supply a facility for the DoDMERB remote system to include a dedicated space, power, security and climate control. (See Appendix C for remote system equipment list.)

1.2.5 The contractor shall provide off-site location for daily backup storage.

1.2.6 The contractor shall provide the ability to bring main server off-line to perform system maintenance, while still ensuring 100% availability of the primary system.

### **1.3 ON-SITE SUPPORT.**

1.3.1 The contractor shall provide two (2) experienced systems management technicians for on-site support. This support requires the systems personnel to be experienced with all aspects of computer security, networking and business continuity support.

1.3.1.1 These two (2) on-site personnel shall possess excellent customer relations skills and one shall be a strong team leader to work as the interface to the customer for the entire development and maintenance team.

1.3.1.2 These two (2) on-site personnel shall have demonstrated in-depth knowledge of dealing with extremely complex Business, System, and Technical infrastructure requirements. This will allow for rapid on-site changes to comply with DoD and Service-level changes in a rapid fashion.

1.3.2 These two (2) on-site personnel shall keep DoDMERB management up-to-date with DoD requirements as they pertain to computer security, Public Key Infrastructure (PKI) and other technical requirements.

1.3.3 These two (2) on-site personnel shall support help desk functions to ensure that the external DoDMERB customers have 100% availability and continuity.

1.3.4 The contractor shall provide 24/7 on-call support with on-site personnel to maintain system availability within a 2-hour response time when not on-duty.

1.3.5 The contractor shall provide a concept of operation for the DoDMERB daily operation for the on-site systems personnel.

### **1.4 REMOTE SYSTEM LOCATED AT CONTRACTOR SITE.**

1.4.1. The contractor shall supply a facility for the DoDMERB remote system as stated in 1.2.4 above.

1.4.2 The contractor shall ensure the remote site is mirrored completely with the primary site in Colorado Springs.

1.4.3 The contractor shall ensure a complete backup of the primary site, in case of catastrophic failure to include off-site location for daily backup storage.

1.4.4 When funding is available, the contractor shall ensure that third party vendor provide 24/7 connectivity between the two sites so remote site becomes a “warm” site for Disaster Recovery.

1.4.5 The contractor shall demonstrate and participate in Disaster Recovery planning and exercises.

## **1.5 PRIVACY ACT OF 1976 AND 1996 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) REQUIREMENTS.**

1.5.1 All data contained in the database must be treated as sensitive information and cannot be disclosed.

1.5.2 **Disclosure of Protected Health Information.** The contractor shall not and shall ensure that its directors, officers, employees, contractors and agents do not disclose Protected Health Information received from the Government in any manner that would constitute a violation of the Privacy Standards if disclosed by the Government, except that the contractor may disclose Protected Health Information in a manner permitted pursuant to this Agreement or as required by law. To the extent the contractor discloses Protected Health information to a third party, the contractor must obtain, prior to making any such disclosure, (a) reasonable assurances from such third party that such Protected Health information will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (b) an agreement from such third party to immediately notify the contractor of any breaches of the confidentiality of the Protected Health information, to the extent it has obtained knowledge of such breach.

1.5.3 **Safeguards Against Misuse of Information.** The contractor shall implement all appropriate safeguards to prevent the use or disclosure of Protected Health Information other than pursuant to the terms and conditions of this Agreement.

1.5.4 **Reporting of Disclosures of Protected Health Information.** The contractor shall, within five (5) days of becoming aware of a disclosure of Protected Health information in violation of this Agreement by the contractor, its officers, directors, employees, contractors or agents or by a third party to which the contractor disclosed Protected Health information pursuant to Section 1.5.1 of this Addendum, report any such disclosure to the Government.

## **1.6 PUBLIC KEY INFRASTRUCTURE (PKI).**

1.6.1 The contractor shall provide skilled personnel to work closely with Military Health Systems to assist in gathering requirements and planning for implementation of the Public Key Infrastructure (PKI).

1.6.2 The contractor shall establish plans and be able to implement Public Key Infrastructure into all of the DoDMERB applications to include signing of medical documents and email.

## **1.7 DELIVERABLES.**

1.7.1 The contractor shall provide a list of deliverables, listed in Appendix D, using contractor best commercial practices.

1.7.2. The contractor shall modify the list of deliverables provided to reflect any required changes due to DoDMERB new business procedures.

## **2. SERVICE DELIVERY SUMMARY.**

| Performance Objective   | SOW Para | Performance Threshold                          |
|---|----------|--|
| <b><u>BASIC IT SOFTWARE SERVICES.</u></b><br>Develop/modify/repair the DoDMERB2000 database/application/website as required. Develop a metrics program. Provide for all maintenance agreements (except the Microsoft Licensing Contract between the Military Health System and US Army Small Computer Program) for software supporting the DoDMERB systems. Develop a prototype concept for any new/modified programs on the DoDMERB system. Meet ISO 9000 and CCMIII standards. Provide support/certification in Oracle, MS SQL, Delphi, ASP, C++, VB Script, Network Infrastructure, Microsoft Certified Partner, pc repair, Microsoft.net. Provide Issue Tracking and Control system to maintain, track and control maintenance issues. Development, maintenance, upgrades and support accomplished without disruption to DoDMERB operations provide ability for new web and database development, without effecting primary site. | 1.1      | Not to exceed 5 customer complaints per month. |
| <b><u>BASIC IT HARDWARE SERVICES.</u></b><br>Provide for the upgrades of hardware in accordance with the plan of the Configuration Control  | 1.2      | Not to exceed 5 customer complaints per month. |

Board. Provide a lab that provides an exact replication of the DoDMERB users workstations to allow for testing that exactly represents DoDMERB workflow and business processes.

Supply a facility for the DoDMERB remote system to include a dedicated space, power, security and climate control. Provide for all maintenance agreements (except the Microsoft Licensing Contract between the Military Health System and US Army Small Computer Program) for hardware supporting the DoDMERB systems. Provide ability to bring main server off-line to perform system maintenance, while ensuring 100% availability. Provide off-site daily backup location.

**ON-SITE SUPPORT.**

Provide two (2) on-site support during DoDMERB business hours and provide on-call 24/7 availability within a 2-hour response time when not on-duty. On-site personnel are experienced systems management technicians with in-depth knowledge of dealing with extremely complex Business, System and Technical infrastructure requirements and experienced with all aspects of computer security, networking and business continuity support. On-site personnel possess excellent customer relations skills and one shall work as the interface to the customer for the entire development and maintenance team which will allow for rapid on-site changes. Comply with DoD requirements as they pertain to computer security, PKI and other technical requirements. Provide help desk functions to ensure that external DoDMERB customers have 100% availability and continuity. Provide a concept of operation for the DoDMERB daily operation for the on-site systems personnel.

1.3

Not providing qualified on-site personnel during DoDMERB business hours and not providing on-call 24/7 availability within a 2-hour response time when not on-duty.



**REMOTE SITE LOCATED AT CONTRACTOR SITE.**

Provide facility for the DoDMERB remote system. Ensure the remote site is mirrored with the primary site. Ensure a complete backup of the primary site, in case of catastrophic failure. When funding is available, ensure that third party vendor provide 24/7 connectivity between the two sites so remote site becomes a “warm” site for Disaster Recovery and participate in Disaster Recovery planning and exercises.

1.4

Not providing facility for remote system that is environmentally controlled and secure. Not ensuring complete backup of primary site is complete. When funding is available, not ensuring third party vendor provide 24/7 connectivity between the two sites so remote site becomes a “warm” site for Disaster Recovery and not participating in Disaster Recovery planning and exercises.

**PRIVACY ACT OF 1996 AND 1996 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) REQUIREMENTS.**

Ensures appropriate safeguards to prevent the use or disclosure of Protected Health Information. Ensures that all data contained in the databases adheres to the requirements in the Privacy Act of 1976 and the 1996 Health Insurance Portability and Accountability Act (HIPPA).

1.5

Not having safeguards in place to adhere to the requirements of the Privacy Act of 1976 and the 1996 Health Insurance Portability and Accountability Act (HIPPA). Not preventing the use or disclosure of Privacy Act and HIPPA information.

**PUBLIC KEY INFRASTRUCTURE (PKI).**

Provide skilled personnel to work closely with Military Health Systems to assist in gathering requirements and planning for implementation of PKI into all of DoDMERB’s applications to include signing of medical documents and email. Ensures development, maintenance, upgrades and support shall be accomplished with disruption to DoDMERB operations.

1.6

Not providing skilled personnel to work with MHS on planning for implementation of PKI into all of DoDMERB’s applications to include signing of medical documents and email. Not ensuring development, maintenance, upgrades and support shall be accomplished with disruption to DoDMERB operations.

**DELIVERABLES.**

Provide a list of deliverables using contractor best commercial practices. Modify the list of deliverables provided with basic support contract to reflect any required changes due to new business procedures.

1.7

Delivery order will not be considered complete until all deliverables are provided.

**3. GOVERNMENT FURNISHED PROPERTY AND SERVICES.** The contractor will be provided with the Government-owned equipment listed in Appendix C, an on-site dedicated room with power, security and climate control for system hardware, a work area for each on-site contractor, a work area for testing hardware/software and a storage area for computer hardware/manuals/cables, etc.

#### **4. GENERAL INFORMATION.**

**4.1 QUALITY CONTROL.** The contractor shall develop and maintain a quality program to ensure information technology services are performed in accordance with commonly accepted commercial practices. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the contractor shall develop quality control procedures addressing the areas identified in paragraph 2, Service Delivery Summary.

**4.2 HOURS OF OPERATION.** 0600-1600 (Mountain Time) Monday through Friday, or as required. On-site personnel will be at site location during these hours. The following holidays will be observed:

New Year's Day  
Martin Luther King Jr.'s Birthday  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Christmas Day

**4.3 SECURITY REQUIREMENTS.** Contractors must be able to obtain a security badge and DoD vehicle decal to enter the U.S. Air Force Academy. Contractor must complete USAFA Form O-111R (attached as Appendix F.)

**4.4 PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE PRESIDENT/SECRETARY OF DEFENSE/USAFA BASE COMMANDER.** The contractor shall perform services during a crisis per the contractual requirements. The contractor shall perform the contractual requirements on a modified schedule as provided by the Contracting Officer. If base access is required during a crisis situation, the on-site personnel will require access.

## **APPENDIX A**

### ***Estimated Workload Data***

#### ***Fixed Price Support***

|  | <b>Labor Category</b>                   |  | <b>Hours</b> |
|--|---|--|--------------|
|  | Project Manager                         |  | 2000         |
|  | Database Administrator (DBA)            |  | 2000         |
|  | Systems Analyst – Associate             |  | 2000         |
|  | Programmer – Analyst – Senior           |  | 2000         |
|  | Sr. Networking Engineer (On-Site)       |  | 2000         |
|  | Associate Networking Engineer (On-Site) |  | 2000         |
|  | <b>Direct Labor Total</b>               |  | <b>12000</b> |

#### **Project Manager**

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Experience: A minimum of 6 years of government project management-related experience.

Functional Responsibilities:

1. Ensures continuity of all DoDMERB-related functional and business areas.
2. Technical guidance and oversight
3. Supervision of design, development, and implementation of complex computer systems
4. Project planning
5. Coordination of resources (including subcontractor management)
6. Ensure the deliverables contained in Appendix D are met
7. Visit DoDMERB on a regular basis for technical exchange meetings or as requested by DoDMERB management
8. Performance measurement and reporting
9. Experienced in testing workflow, imaging, database and web systems

## Database Administrator (DBA)

**Experience:** A minimum of 6 years of Oracle database administration and support experience with 2 years of experience with a database similar in complexity as those described in client requirements.

### **Functional Responsibilities:**

1. Administering and controlling data resources
2. Implementation of data dictionaries
3. Data security and integrity
4. Design, develop, maintain and tune databases to include Data Warehouse, WEB Database, Workflow Database and Data Marts
5. Use data modeling techniques to analyze and specify data requirements and structures
6. Define logical and physical data views
7. Responsible for the redundancy of the “warm” site
8. Responsible for maintaining the databases in a Cluster configuration

## Systems Analyst – Associate

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**Experience:** A minimum 2 years of computer system analysis and design experience.

### **Functional Responsibilities:**

1. Relational database software development
2. Assess new or modified requirements for information systems
3. Computer systems analysis and design
4. Routine information systems planning
5. 3GL/4GL Programming
6. Experienced in testing workflow, imaging, database and web systems
7. System documentation (as required)
8. Use of CASE tools (as required)

## Programmer Analyst – Senior

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Experience: A minimum 5 years of programming and systems analysis experience.

### Functional Responsibilities:

1. Delphi 6 or above to develop modules for new requirements, modifications and system problems
2. C++ to enhance and maintain DoDMERB medical imaging infrastructure and programs
3. Experienced in Microsoft .net
4. Perform systems maintenance and/or modification
5. Experienced in testing workflow, imaging, database and web systems
6. System documentation (as required)
7. Information systems planning (as required)
8. Systems/business process analysis (as required)

Note: May also serve as Team Leader on moderately-complex projects

## Sr. Networking Engineer (On-Site)

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Experience: A minimum 6 years of database and/or computer system analysis and design experience.

### Functional Responsibilities:

1. Understanding of relational database software – minimum 2 years
2. Assess new or modified requirements for information systems
3. Computer systems analysis and design
4. Routine information systems planning
5. Understanding of 3GL/4GL Programming
6. Application software testing and support
7. System documentation (as required)
8. Use of CASE tools (as required)
9. Experienced in testing workflow, imaging, database and web systems
10. Provide Help Desk support
11. Required Certifications: MCSE +I, MCSE NT4, MCSE Windows 2000
12. A+ Certification or equivalent 4 years experience in PC Repair
13. 1 year experience with Windows 2003

Note: May also serve as Project Manager on non-complex projects or as Team Leader on moderately complex projects.

## Associate Networking Engineer (On-Site)

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Experience: A minimum 1 year of programming experience.

Functional Responsibilities:

1. Understanding of relational database – minimum 1 year
2. Use of CASE tools (as required)
3. Perform systems maintenance and/or modification
4. Experienced in testing workflow, imaging, database and web systems
5. System documentation (as required)
6. Information systems planning (as required)
7. Provide Help Desk support
8. A+ certification or 2 years experience in PC Repair
9. Minimum 2 years experience with Windows 2000 and Windows XP

### ***Time and Materials Support***

|  | Labor Category              | Hours |  |
|--|-----------------------------|-------|--|
|  |                             |       |  |
|  | Program Manager - Senior    | 413   |  |
|  | Systems Analyst – Staff     | 1000  |  |
|  | Programmer Analyst – Senior | 1000  |  |
|  | Programmer Analyst- Staff   | 1000  |  |
|  |                             | 3413  |  |

### **Program Manager**

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Experience: A minimum 10 years of government related program manager-related experience.

Functional Responsibilities:

1. Program/contract management
2. Client point of contact
3. Project planning and performance tracking
4. Resource coordination (including subcontractor management)
5. Technical guidance and oversight
6. Supervision of design, development, and implementation of complex computer systems
7. Business area analysis

## Systems Analyst – Staff

---

Experience: A minimum 4 years of database and/or computer system analysis and design experience.

Functional Responsibilities:

1. Relational database software development
2. Assess new or modified requirements for information systems
3. Computer systems analysis and design
4. Routine information systems planning
5. 3GL/4GL Programming
6. Application software testing and support
7. System documentation (as required)
8. Use of CASE tools (as required)

Note: May also serve as Project Manager on non-complex projects or as Team Leader on moderately complex projects.

## Programmer Analyst – Senior

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Experience: A minimum 5 years of programming and systems analysis experience.

Functional Responsibilities:

1. 3GL/4GL programming
2. Use of CASE tools (as required)
3. Perform systems maintenance and/or modification
4. Application software testing and support
5. System documentation (as required)
6. Information systems planning (as required)
7. Systems/business process analysis (as required)

Note: May also serve as Team Leader on moderately-complex projects

## Programmer Analyst – Staff

---

Experience: A minimum 3 years of programming and systems analysis experience.

Functional Responsibilities:

1. 3GL/4GL programming
2. Use of CASE tools (as required)
3. Perform systems maintenance and/or modification
4. Application software testing and support
5. System documentation (as required)
6. Information systems planning (as required)
7. Systems/business process analysis (as required)

Note: May also serve as Team Leader on non-complex projects.

## ***APPENDIX B***

### ***ON-SITE LOCATION***

Department of Defense Medical Examination Review Board (DoDMERB) is a tenant organization located at the United States Air Force Academy at 8034 Edgerton Drive, Suite 132, USAF Academy, CO 80840-2200.



## **APPENDIX C**

### **Government Furnished IT Equipment**

(Vendor/Model subject to change as we continue life-cycle replacement)

On-site at Colorado Springs, CO

| <b>Quantity</b> | <b>Vendor</b> | <b>Model</b>                 | <b>Hardware</b>   |
|-----------------|---------------|------------------------------|-------------------|
| 1               | 3Com          | SuperStack 3 - 12 Port       | Network           |
| 2               | 3Com          | SuperStack 3 - 24 Port       | Network           |
| 1               | Avocent       | DSR 4160                     | Network           |
| 48              | Belkin        | F6C800-UNV                   | Workstation - UPS |
| 2               | Blackberry    | 6710                         | Hand Held PC      |
| 2               | Blackberry    | 7730                         | Hand Held PC      |
| 4               | Canon         | DR3080C                      | Color Scanner     |
| 4               | Compaq        | IPAQ 3670                    | Hand Held PC      |
| 3               | Compaq        | Proliant DL360               | Server            |
| 9               | Compaq        | Proliant DL380               | Server            |
| 4               | Compaq        | R3000 UPS XR                 | Power - UPS       |
| 4               | Compaq        | Runtime Module for R3000     | Power - UPS       |
| 6               | Compaq        | StorageWorks 4314R Enclosure | Storage           |
| 2               | Compaq        | StorageWorks FC - 16 Port    | Network           |
| 1               | Compaq        | StorageWorks HSG80           | Storage           |
| 1               | Compaq        | TFT5600 RKM Flat Panel       | Network           |
| 1               | Dell          | D800                         | Laptop            |
| 3               | Dell          | Inspiron 4000                | Laptop            |
| 2               | Dell          | Inspiron 8000                | Laptop            |

| <b>Quantity</b> | <b>Vendor</b> | <b>Model</b>             | <b>Hardware</b>   |
|-----------------|---------------|--------------------------|-------------------|
| 2               | Dell          | Latitude C840            | Laptop            |
| 4               | Dell          | Optiplex GX260           | Workstation       |
| 4               | GemPlus       | GemPC400                 | Smart Card Reader |
| 1               | GemPlus       | GemPC-433SL              | Smart Card Reader |
| 41              | GemPlus       | GemPC433-SL              | Smart Card Reader |
| 1               | HP            | Laserjet 2200DN          | Laser Printer     |
| 22              | HP            | Laserjet 2300            | Laser Printer     |
| 1               | HP            | Laserjet 2300n           | Laser Printer     |
| 1               | HP            | Laserjet 4000            | Laser Printer     |
| 1               | HP            | Laserjet 4100 DTN        | Laser Printer     |
| 1               | HP            | Laserjet 5               | Laser Printer     |
| 1               | HP            | Laserjet 5000 DN         | Laser Printer     |
| 1               | HP            | Laserjet 8000 DN         | Laser Printer     |
| 1               | HP            | Laserjet 8000 N          | Laser Printer     |
| 1               | HP            | MSL 6030                 | Storage           |
| 2               | HP            | Netserver E800           | Server            |
| 1               | HP            | Scanjet 5400CSE          | Color Scanner     |
| 1               | HP            | Surestore 5200           | Storage           |
| 1               | HP            | Surestore DLT Autoloader | Storage           |
| 1               | Iomega        | Zip250                   | External Drive    |
| 1               | Kyocera       | Ecosys FS-9500DN         | Laser Printer     |

| <b>Quantity</b> | <b>Vendor</b> | <b>Model</b>     | <b>Hardware</b>    |
|-----------------|---------------|------------------|--------------------|
| 3               | Lacie         | D2 4X DVD -/+RW  | External Drive     |
| 5               | Micron        | ClientPro        | Workstation        |
| 8               | Micron        | ClientPro 545 G  | Workstation        |
| 20              | Micron        | Millennia Max GS | Workstation        |
| 5               | Mwave         | Generic AMD64    | Workstation        |
| 1               | Mwave         | Generic P4       | Server             |
| 5               | Sony          | SDM-M81          | Flat Panel Display |
| 1               | Tally         | T6050            | Impact Printer     |
| 1               | Umax          | 2100 XL          | Color Scanner      |
| 1               | ViewSonic     | VA800            | Flat Panel Display |
| 32              | ViewSonic     | VG181            | Flat Panel Display |
| 1               | ViewSonic     | VP181            | Flat Panel Display |
| 3               | ViewSonic     | VP191s           | Flat Panel Display |
| 35              | ViewSonic     | VP201m           | Flat Panel Display |
| 8               | ViewSonic     | VP201S           | Flat Panel Display |
| 1               | Xerox         | Tektronix 860N   | Color Printer      |

## Off-site Remote System Location Currently at Millersville, MD

| <b>Quantity</b> | <b>Vendor</b> | <b>Model</b>                 | <b>Hardware</b> |
|-----------------|---------------|------------------------------|-----------------|
| 2               | 3Com          | SuperStack 3 - 24 Port       | Network         |
| 1               | Avocent       | DSR 4160                     | Network         |
| 1               | Belkin        | Omni Cube 4-Port             | Network         |
| 1               | Belkin        | OmniView Matrix 2X8          | Network         |
| 2               | Blackberry    | 7230                         | Hand Held PC    |
| 1               | Canon         | DR3080C                      | Color Scanner   |
| 2               | Compaq        | Proliant DL360               | Server          |
| 8               | Compaq        | Proliant DL380               | Server          |
| 6               | Compaq        | StorageWorks 4314R Enclosure | Storage         |
| 2               | Compaq        | StorageWorks FC - 16 Port    | Network         |
| 1               | Compaq        | StorageWorks HSG80           | Storage         |
| 1               | Compaq        | TFT5600 RKM Flat Panel       | Network         |
| 2               | Dell          | D800                         | Laptop          |
| 1               | Dell          | Inspiron 3800                | Laptop          |
| 1               | Dymo          | Labelwriter 330 Turbo        | Ink Jet Printer |
| 3               | Micron        | ClientPro                    | Workstation     |
| 1               | Micron        | Millennia Max GS             | Workstation     |
| 1               | Micron        | Millennia Max XS             | Workstation     |
| 2               | Mwave         | Generic AMD64                | Workstation     |
| 1               | Netgear       | 5 Port Switch                | Network         |

| <b><u>Quantity</u></b> | <b><u>Vendor</u></b> | <b><u>Model</u></b> | <b><u>Hardware</u></b> |
|------------------------|----------------------|---------------------|------------------------|
| 1                      | Toshiba              | TekBright60A        | Flat Panel Display     |
| 1                      | ViewSonic            | P810                | CRT Display            |
| 1                      | ViewSonic            | VG181               | Flat Panel Display     |
| 7                      | ViewSonic            | VP201m              | Flat Panel Display     |
| 1                      | Visioneer            | 9650 USB            | Color Scanner          |

**Off-site Currently at Fayetteville, NC**

| <b><u>Quantity</u></b> | <b><u>Vendor</u></b> | <b><u>Model</u></b>   | <b><u>Hardware</u></b> |
|------------------------|----------------------|-----------------------|------------------------|
| 1                      | Dell                 | Lattitude C840        | Laptop                 |
| 1                      | Dymo                 | Labelwriter 330 Turbo | Ink Jet Printer        |
| 1                      | HP                   | Laserjet 2300n        | Laser Printer          |
| 1                      | Hypersonic           | 5600P-P               | Laptop                 |
| 1                      | Maxtor               | FWRA160NEP001         | External Drive         |
| 1                      | ViewSonic            | VP201m                | Flat Panel Display     |
| 1                      | Visioneer            | 9650 USB              | Color Scanner          |

**Off-site Currently at Tampa, FL**

| <b><u>Quantity</u></b> | <b><u>Vendor</u></b> | <b><u>Model</u></b>   | <b><u>Hardware</u></b> |
|------------------------|----------------------|-----------------------|------------------------|
| 1                      | Dell                 | D800                  | Laptop                 |
| 1                      | Dell                 | Inspiron 8100         | Laptop                 |
| 1                      | Dymo                 | Labelwriter 330 Turbo | Ink Jet Printer        |
| 1                      | Micron               | ClientPro             | Workstation            |
| 1                      | ViewSonic            | VP201m                | Flat Panel Display     |

## ***APPENDIX D***

### ***CURRENT SOFTWARE/HARDWARE MAINTENANCE CONTRACTS***

| <b>Vendor</b>      | <b>Description</b>                        |
|--------------------|---|
| CHESS              | CHESS Maintenance Contract                |
| HP                 | HP Software/Hardware Maintenance          |
| Computer Assoc     | CA Maintenance                            |
| GFI                | GFI Fax Maker Maintenance                 |
| GFI                | GFI Net Essentials Maintenance            |
| Avocent            | Avocent Maintenance                       |
| Marketlink         | Crystal Reports Maintenance               |
| SSP Solutions      | Litronics NetSign                         |
| Docutek            | Docutek Maintenance                       |
| Iron Mt            | Iron Mountain Off-Site Storage            |
| Software Pursuits  | SureSync Software Maintenance             |
| Custom Electronics | System Security Monitoring                |
| Microsoft          | Technet                                   |
| Microsoft          | MSDN                                      |
| LEAD Technologies  | Imaging Support - ImageViewer/Waiver Site |

**APPENDIX E**

**DELIVERABLES SCHEDULE**

| <b>Deliverable Item</b>                         | <b>Schedule</b>      |
|---|----------------------|
| Monthly Status Report                           | Monthly (electronic) |
| Configuration Management Plan                   | As Required          |
| Data Model/Entity Relationship Diagrams         | Quarterly Updates    |
| Data Dictionary                                 | Quarterly Updates    |
| Hardware Configuration Diagrams                 | Quarterly Updates    |
| System Testing Plans                            | Quarterly Updates    |
| Users Guide                                     | As Required          |
| Government Trusted Facility Manual              | As Required          |
| Software Source Code and Documentation          | Quarterly Updates    |
| Conference Calls between DoDMERB and Contractor | Weekly               |
|   |                      |

## APPENDIX F

### USAFA Form O-111R

# APPLICATION FOR PERSONNEL AND VEHICLE PASSES TO WORK UNDER AIR FORCE CONTRACT

*(INSTRUCTIONS)*

1. Submit one copy (SFS). Original to Employee. All information must be completed; Spell out First, Middle, and Last Names (*no initials*)
2. Employee must present INS identification if pertinent, Social Security Card, Birth Certificate, and a Drivers license to be considered as a valid form of identification. operators will need a copy of vehicle registration and certificate of automobile insurance.

#### SECTION I: Contractor must ensure all blocks are complete

|  |  |   |   |                                  |                                 |
|--|--|---|---|----------------------------------|---------------------------------|
| 1.1. <b>THRU:</b> (CONTRACTING OFFICE/SPONSORING ACTIVITY/ADDRESS) |  | 1.2. <b>FROM:</b> (PRIME CONTRACTOR'S NAME, ADDRESS, PHONE) |   |                                  |                                 |
| <b>1.3. CONTRACT<br/>NUMBER</b>                                    | <b>1.4. CONTRACT<br/>EXPIRATION DATE</b> | <b>1.5.<br/>DAYS/HOURS<br/>WORKED</b>                       | <b>1.6. PLACE OF<br/>DUTY/WORK/BLDG</b>   |                                  |                                 |
| <b>Employee Information</b>  |  |   | <b>Vehicle Information</b>                |                                  |                                 |
| <b>1.7. NAME: (LAST, FIRST, MIDDLE)</b>                            |  |   | <i>(If company owned vehicle put N/A)</i> |                                  |                                 |
|  | <b>1.8. SOCIAL<br/>SECURITY #</b>        | <b>1.9.<br/>DATE<br/>OF<br/>BIRTH</b>                       | <b>1.10. DRIVER<br/>LIC. NO/STATE</b>     | <b>1.11.<br/>MAKE/MODEL/YEAR</b> | <b>1.12.<br/>PLATE NO/STATE</b> |
|  |  |   |   |                                  |                                 |



THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001 OR OTHER APPLICABLE LAWS AND REGULATIONS.

NOTE: "CONTRACTOR AND EMPLOYEE" SHALL RETURN BADGE TO SF PASS & ID UPON EXPIRATION OR TERMINATION OF CONTRACT

1.14. EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

1.15. PRIME CONTRACTOR'S CERTIFICATION: Employer certifies that employee is working on the above contract.

PRIME CONTRACTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

1.16. If Employee is a sub-contractor employee: Complete below

1.16.1 Sub-Contractor Company Name: \_\_\_\_\_

1.16.2 Sub-Contractor's Address and Phone Number: \_\_\_\_\_

SECTION II: To be completed by Contracting Office/Sponsoring Activity (same as Section I THRU block)

THIS IS TO CERTIFY: I have verified that the individual above is performing in an official capacity on referenced contract and/or requires a badge in the performance of their official duties on USAFA in accordance with the contract terms and conditions.

2.1. NAME/PHONE # OF CONT. OFFICER/CONTRACT SPECIALIST/SPONSOR: \_\_\_\_\_

2.2. SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Cade  
YES  
FPC  
YES  
Esco  
YES

SECTION III: To be completed by Security Forces Pass and ID

| 3.1  | 3.2. Badge Type   | 3.3. Date Issued | 3.4. Date E |
|--|---|------------------|-------------|
| NCIC Check conducted on: _____<br><br>CCIC Check conducted on: _____ | Contractor: Yes ____ No ____<br>Vendor: Yes ____ No ____<br>Other: Yes ____ No ____ |                  |             |

PRIVACY ACT STATEMENT

AUTHORITY: Section 3101, Title 44, United States Code, AFI 33-332, 5 USC 552A  
PRINCIPAL PURPOSE(S): The purpose for requesting personal information is to assist security personnel in developing records to document contractor employee suitability for access to the USAF Academy, Colorado to work under Air Force contracts. The Social Security Number (SSN) and Date of Birth (DOB) are necessary to identify the person and records. This information will be used to determine suitability of persons desiring access to the USAF Academy as well as for other lawful purposes including law enforcement and litigation. INTENDED USE: A contractor, subcontractors, units or USAFA sponsoring activities who have employees not authorized a Common Access Card and requiring regular and frequent access to USAFA in performance of their official duties. DISCLOSURE: Disclosure of requested information is mandatory. Failure to provide information will result in access privileges being refused or withdrawn. The Privacy Act applies throughout the duration of the Air Force contract while serving in the capacity of prime contractor or subcontractor/supplier employee.

USAFA FORM O-111R 20030731 (CG) (MS Word) (10 MSG/LGC/DFER) This form valid for 10 days  
from date of issuance  
ALL SIGNATURE BLOCKS MUST BE SIGNED  
signature on line 2.2  
Contracting Office/Sponsor's